

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING OPPORTUNITY:

HIGHWAY DEPARTMENT
WORKING SUPERVISOR

\$51,880 - \$59,252

DATED: March 28, 2025

LAST DAY FOR FILING: April 10, 2025

EOE

GENERAL STATEMENT OF DUTIES: Leads a small group of workers in the performance of a variety of unskilled and semi-skilled manual tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine work of ordinary difficulty involving responsibility for laying out and supervising the work of a small number of workers. Work is performed under supervision with detailed instructions being given at the beginning of any new or unusual assignment.

EXAMPLES OF WORK: (Illustrative only)

- Leads and participates in excavation, drainage and embankment projects, in the cleaning of ditches, culverts and catch basins, in the cutting of brush, trimming of trees, paving, setting of guide rails, and in snow and ice treatments;
- May lead and participate in painting and repair of rails and building forms for bridges, in the servicing of motor equipment and minor equipment repairs;
- May operate equipment in connection with above work;
- May be required to inspect the highway conditions outside of regular work hours for general and/or emergency maintenance purposes including but not limited to snow, ice, tree and debris removal, and storm damage;
- Prepares activity records and reports;
- Responsible for making sure all safety standards are met.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of the practices, tools and terminology involved in the maintenance of roads; ability to lay out and lead the work of laborers; ability to operate a variety of motorized equipment; ability to understand and follow oral and written instructions; ability to work well with others; ability to keep records and make reports; dependability; physical condition commensurate with the demands of the position.

PROMOTIONAL QUALIFICATIONS:

Permanent employment in the Otsego County Highway department and have served in that department for at least three (3) consecutive years as a Motor Equipment Operator II or above.

MINIMUM QUALIFICATIONS:

Four (4) years experience as a Motor Equipment Operator or above in construction, public works, or related industry.

SPECIAL REQUIREMENT: Possession of a valid New York State CDL driver's license and acceptable driving record is required at the time of appointment and must be maintained throughout employment in this position.

CLASSIFICATION: Non-Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov